

[| NODIS Library](#) | [Property, Supply and Equipment\(4000s\)](#) | [Search](#) |

NASA Procedural Requirements

COMPLIANCE IS MANDATORY**NPR 4200.1G**Effective Date: March
30, 2010Expiration Date: March
30, 2015[Printable Format \(PDF\)](#)

Request Notification of Change

(NASA Only)

Subject: NASA Equipment Management Procedural Requirements

Responsible Office: Logistics Management Division[| TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [Appen](#)
[AppendixA](#) | [AppendixB](#) | [AppendixC](#) | [AppendixD](#) | [AppendixE](#) | [AppendixF](#) | [Appen](#)
[AppendixG](#) | [AppendixH](#) | [AppendixI](#) | [ALL](#) |

Appendix D: Equipment Master Record (EMR) for the NASA PP&E System

D.1 Equipment Data

D.1.1 Basic Equipment Data and Fields. Equipment data in the NASA PP&E System resides in the Equipment Master Records (EMR). Each "object" of equipment has its own EMR where the basic information that identifies the equipment is stored. The fields for this information are required data as described in the following table:

Field Name	R/O/C	Description
Equipment	R	Equipment Control Number (ECN) - Number by which a piece of equipment is clearly identified. Match code icon displays drop down/search screen for ECNs.
Valid On	R	The date the Equipment Record was created. Match code icon displays a calendar.
Equipment Category	R	Key for types of equipment categorized according to attributes, such as value and use. Match code icon displays drop down: M -NASA Held Capital Equipment N - Controlled Equipment X - Non-Controlled

Description	R	Description of the equipment in the form of a short text. Long text is available for complete descriptions.
Status	R	The system status that is currently valid. This field defaults to the current date.
Valid From	R	Beginning date of validity. This field defaults to the current date.
Valid To	R	Date indicating up to when an entry is valid.

D.2 Data Tabs and Fields.

In addition, each EMR contains four data tabs:

- General.
- Location.
- Structure.
- NASA Data.

Within each of these tabs are several data fields that contain information about the equipment. Some of the fields are required (R) to be complete, some are optional (O), and some are conditional (C), depending on the equipment. The following tables below provide a description of each field:

D.3 General Tab:

Field Name	R/O/C	Description
Class	N/A	Not used at NASA.
Object Class	O	Key that describes the type of technical object. Match code icon displays a drop down/search screen. Defaults based on the first two digits of the FSC code.
Weight	O	The weight of the equipment.
Size/Dimension	O	The size/dimension of the equipment.
Start-up date	R	The date the installation acquired the equipment. Defaults to current system date.
Acquisition Value	R	The acquisition value of the equipment.

Acquisition Date	R	The date NASA acquired the equipment. Match code icon displays a calendar. Defaults to current date.
Manufacturer Code	R	The manufacturer of the object. Match code icon displays a drop down/search screen. Example: 002B3 - Dell Computers
Warranty Begin	O	The begin date of the vendor/Manufacturer warranty. Match code icon displays a calendar.
Warranty Ends	O	The end date of the vendor/Manufacturer warranty. Match code icon displays a calendar.
Model Number	R	The manufacturer model number of the object.
Constr.Yr/Mth	R	The year and month the object was constructed.
Manuf Part No	O	The manufacturer part number of the object.
Manuf Serial No	R	The manufacturer serial number of the object.

D.4 Location Tab:

Field Name	R/O/C	Description
Maint Plant	R	The Center where this object is located. Match code icon displays a drop down screen for locations. Example: GRC - John H. Glenn Research Center
Location	R	The building within the Center in which this object is located. Match code icon displays a drop down/search screen. Example: GR-110 - Microgravity Research
Room	O	The room in which the object is located.
Plant Section	R	The sub-installation in which this object is located. Match code icon displays a drop down for locations. Example: 03 - Glenn
Sort Field	O	This field is for a Center's internal use. Enter Center-specific information for this object.
Company Code	R	The organization that owns this equipment. Always is NASA. Match code provides only this selection.

Business Area	R	The Center that has ownership of this object. Match code icon displays a drop down to select Center. Example: 22 - Glenn Research Center
Asset	R	This field populates if the equipment is capital, otherwise it is blank. Match code icon displays a drop down.

D.5 Structure Tab:

Field Name	R/O/C	Description
Functional Location	N/A	Not used at NASA.
Description	N/A	Not used at NASA.
Super Ord Equip.	N/A	Not used at NASA.
Description	N/A	Not used at NASA.
Position	N/A	Not used at NASA.
Tech Ident No.	C	Free form text for the tail number of the aircraft.

D.6 The NASA Data Tab is further divided into user data tabs:

- Acquisition Tab.
- Custodian Tab.
- End User Tab.
- In Status Tab.
- Out Status Tab.
- Codes Tab.
- Flags Tab.
- Vehicles Tab.
- Miscellaneous Tab.

Within each of these tabs are additional data fields. The tables below provide a description of each field:

D.6.1 Acquisition Tab:

Field Name	R/O/C	Description
Acquisition Method	R	The method the object was acquired by the Center. Match code icon displays a drop down. See Appendix E

PO/Contract Number	C	<p>Unique number that identifies the Purchase Order or other acquisition document used to acquire the object. Match code icon displays a drop down/search screen.</p> <p>This field is required if the Equipment Category is M and for the following Acquisition Methods:</p> <p>01 - Receipt by Purchase - NASA funded.</p> <p>02 - Receipt by Purchase - OGA funded.</p> <p>08 - Receipt from Lease In.</p> <p>For Controlled and Non-Controlled Equipment, either a valid PO/Contract Number or Reference Number is required.</p>
WBS Element	C	The Work Breakdown Structure Element. This populates if a PO/Contract Number is entered and the equipment is capital.
WBS Group	C	A grouping or set that contains more than one WBS element. This grouping is used by Property Accountants when there is more than one ALI associated to a PLI on a given contract. It is displayed on the Asset Master Record when the PO/Contract Number is entered.
Reference Number	C	A field to reference any documents associated to this record. For equipment procured on a non SAP PO, the contract number or loan/lease number that was used to acquire the equipment.
FSC Code	R	<p>The Federal Supply Class (FSC) code of the equipment. Match code icon displays a drop down/search screen.</p> <p>The following FSC codes require the Vehicle tab to be completed:</p> <p>2310 - Passenger Motor Vehicles</p> <p>2320 - Trucks & Truck Tractors, Wheeled</p> <p>2330 - Trailers</p>
Subinstallation	R	Sub Installation that owns equipment. Match code icon displays a drop down to select a subinstallation. Example: 08 - Marshall
System Cost	N/A	Not used at NASA.
NASA Held/ Contractor Held	N/A	This field defaults based on sub installation; display only.

Last Inventory On	N/A	This field defaults based on latest inventory information; display only.
Previous ECN	R	This field is only used for retagging. Otherwise, leave blank. Match code icon displays a drop down/search screen.

D.6.2 Custodian Tab:

Field Name	R/O/C	Description
Property Custodian Number	R	Unique identifier that identifies the individual organizationally or geographically assigned and who is responsible for all controlled equipment within a designated property management area. (Custodian detail is available). Match code icon displays a drop down/search screen.
Property Custodian Name	N/A	This field defaults from the custodian information. This is a display only field.
Custodian Account	R	Account assigned to the Property Custodian for a subset of an organization's equipment. Match code icon displays a drop down/search screen to populate this field.
Custodian Organization Code	R	Organization to which the custodian account number is assigned. Match code icon displays a drop down/search screen to populate this field.
Custodian E-Mail	N/A	This field defaults from the custodian account. This is a display only field.

D.6.3 End User Tab:

Field Name	R/O/C	Description
End User Number	R	Unique identifier that identifies the person responsible for the stewardship of the assigned equipment. (End user detail is available.) Match code icon displays a search screen to populate this field.
End User Name	N/A	This field defaults from the End User information. This is a display only field.

End User Accept Indicator	R	Flag that shows if the End User has accepted accountability for the equipment. Match code icon displays a search screen to populate this field. Defaults to Pending.
End User E-Mail	N/A	E-mail address of the end user. This field defaults from the End User information. This is a display only field.
End User Comment	O	Free-form text field for comments.

D.6.4 In Status Tab:

Field Name	R/O/C	Description
Lease/Loan Status	C	The status for the leased/loaned equipment. Match code icon displays a drop down to populate this field: For lease, select Leased In. For loan, select Loan In.
Lease/Loan In Date	C	The date the installation accepts accountability for the leased/loaned equipment. Match code icon displays a calendar.
Lease/Loan Due Date	C	The date when the leased/loaned equipment expires/is due back. Match code icon displays a calendar.
Lease/Loan Return Date	C	The date the leased/loaned equipment was physically returned. Match code icon displays a calendar.

D.6.5 Out Status Tab:

Field Name	R/O/C	Description
On Loan Agreement Number.	C	The On Loan Agreement Number.
Detail Status	C	The code that specifies the reason equipment is in out status. Match code icon displays a drop down screen to populate this field: Example: 1 - Loaned Out

Status Type	C	Specifies the type of loan. Match code icon displays a drop down screen to populate this field: Example: L - Loan
Status Sub-Type	C	Distinguishes between profit, non-profit, and educational entities. Match code icon displays a drop down screen to populate this field: Example: 3 - Education
Status Law	C	Code that specifies the authorization for a specific type of loan. Match code icon displays a drop down/search screen to populate this field: Example: 2 - SBIR
Loan Type (Outgoing)	C	Code that identifies the purpose of the loan. Match code icon displays a drop down/search screen to populate this field: Example: ED - Educational Institute (Non-Profit, Non-Federal)
Customer ID	C	Unique Customer ID to identify the Customer that equipment was loaned out to. Match code icon displays a drop down/search screen to populate this field: Example: 900017 - Univ. of Florida
Detail Status Out Date	C	Date the Installation released the equipment to an out status. Match code icon displays a calendar.
Detail Status Due Date	C	Date the Installation expects the equipment to be returned from out status. Match code icon displays a calendar.
Detail Status Ship Date	C	Date the equipment is shipped out. Match code icon displays a calendar.

D.6.6 Codes Tab:

Field Name	R/O/C	Description
Inactive Reason Code	N/A	Code to describe the reason for the Equipment Record status being set to Inactive; this is a display only field. This field is only updated when the record has been deactivated and is not used when creating an Equipment Master Record. Match code icon displays a drop down/search screen.

Precious Metal Code	C	Code that specifies the specific type of precious metal in the equipment. Match code icon displays a drop down/search screen to populate this field.
Demilitarization Code	C	Code that specifies the specific type of demilitarization required for the equipment. Match code icon displays a drop down/search screen to populate this field.
Hazard Material Code	C	Code that specifies the specific type of hazardous content of the equipment. Match code icon displays a drop down screen to populate this field: M -the equipment contains a hazardous material: W - the equipment contains a hazardous waste.
Heritage Code	C	Code that specifies the specific heritage type of the equipment. Match code icon displays a drop down/search screen to populate this field. Example: M - Multi Use Heritage Asset. Heritage asset equipment has: a. Historical or natural significance. b. Cultural, educational, or artistic (e.g., aesthetic) importance. c. Significant architectural characteristics. Heritage assets are single or multiple use.
Survey Reason Code	O	Code that explains the reason why the equipment item has been deactivated due to a survey or missing status. Match code icon displays a drop down/search screen to populate this field. This field is not used when creating an Equipment Master Record.
Survey Report Number	O	The control number from the survey report (NF 598). This field is not used when creating an Equipment Master Record.
Survey Board Recommendations	O	The Survey Board Recommendations detail the Survey Board's findings for the cause of the equipment to be surveyed. Match code icon displays a drop down/search screen to populate this field. This field is not used when creating an

Equipment Master Record.

D.6.7 Flags Tab:

Field Name	R/O/C	Description
Inventory Flag	O	The Inventory Flag is checked by the user for equipment created/added due to Inventory Campaign overages, Items Reactivated that were previously deactivated due to survey, or any items to create/reactivate/deactivate due to Inventory Campaign updates. (on or off check box)
High-Risk Flag	O	Flag that identifies whether equipment is sensitive. (on or off check box)
Unattached Tag	O	ECN tag held by Property Custodian. (on or off check box)
Space Flight Indicator	O	Identifies equipment that has flown in space. (on or off check box)
Converted Record	N/A	Identifies records converted from the legacy system. This is a display only field.
Inactive Record	N/A	Flag indicates that Equipment Record is inactive. This is a display-only field.
Inactive Date	N/A	Date the Equipment Record was inactivated. This is a display only field.

D.6.8 Vehicle Tab:

Field Name	R/O/C	Description
Body Type Code	O	The code that specifies the configuration type of a vehicle. Match code icon displays a drop down/search screen to populate this field. Example: BU - BUS
License Plate	O	The license plate number. (Free form text)
Manufacturer VIN	O	The vehicle identification number. (Free-form text)

D.6.9 Miscellaneous Tab:

Field Name	R/O/C	Description
Other Govt Agency	C	Specifies the name of the Government Agency that equipment was either received from or transferred to. Match code icon displays a drop down/search screen to populate this field. This field is required when Acquisition Method 05 - Receipt by Transfer - From OGA is entered on the NASA Data - Acquisition tab.
Contract Number	O	The contract number of the contractor getting the equipment. Match code icon displays a drop down/search screen to populate this field.
Local Data	O	Field to specify Center local data is used to specify Weapon data.

D.6.10 Some of these fields, such as vehicles or disposal, are not visible until they are needed. There are several ways for a field to be populated with data:

- a. System generated--The system provides the data for the field by using information already provided the system. Example: The object code is system generated using the acquisition method and the FSC code for the equipment item.
- b. Match Code Icon--The icon provides either a drop down list to select from or a search screen. Example: The Acquisition Method Field has a drop down list to select how the equipment was acquired by the Center. A search screen is provided for PO numbers.
- c. Copy with reference--This process "pulls" data from fields in an existing EMR to populate a new EMR. Example: Three identical items of equipment with different serial numbers are received. So one new EMR is created in its entirety and the other two are created by copying the first EMR to populate their fields and then manually change the serial numbers. This can also be used when a new EMR is created to retag equipment.
- d. Updates through integrations with N-PROP & DSPL--This process keeps the data in the EMR fields up to date and accurate by automatically changing EMR data when certain data fields in N-PROP & DSPL are changed. Example: A new user accepts responsibility for new equipment, and the user field in N-PROP is changed to the new user. The user field in the EMR is automatically updated with the new user's name.
- e. Text Fields--These fields are filled in manually. Examples: Equipment Model Numbers, Equipment Serial Numbers, etc. are all text fields and are populated via the keyboard. Text Fields are also made available for notes.

[| TOC](#) | [| Preface](#) | [| Chapter1](#) | [| Chapter2](#) | [| Chapter3](#) | [| Chapter4](#) | [| Chapter5](#) | [| Appen](#)
[AppendixA](#) | [| AppendixB](#) | [| AppendixC](#) | [| AppendixD](#) | [| AppendixE](#) | [| AppendixF](#)
[| AppendixG](#) | [| AppendixH](#) | [| AppendixI](#) | [| ALL](#) |

[| NODIS Library](#) | [| Property, Supply and Equipment\(4000s\)](#) | [| Search](#) |

DISTRIBUTION:
NODIS

This Document Is Uncontrolled When Printed.

Check the NASA Online Directives Information System (NODIS) Library
to Verify that this is the correct version before use: <http://nodis3.gsfc.nasa.gov>
